

# **Navy Reserve Web Site (NRWS)**

## **PASSWORD RESET & USER VALIDATION INSTRUCTIONS**

**EFFECTIVE 25 JANUARY 2006**

**Prepared by: CNRFC N63B  
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## Introduction:

In order to comply with recent DoD security mandates, starting on 25 JAN 2006 all NRWS users will be required to complete the following steps before being granted access to Private Side content.

## Steps:

- I) Login to NRWS using current Username and Password or Common Access Card (CAC).

U.S. NAVY RESERVE FORCE  
**Authorization Required**  
**ACCOUNT LOGIN**

Access to this site is available only to authorized members of the U.S. Navy Reserve Force. Please select an option below:

**1 Register**  
*I am a new user and would like to [register](#) for an account.*

**2 Log In**  
*I already have a Reservist or Authoring account.*

USERNAME:

PASSWORD:

**LOG IN**

[I don't want to login. Take me to the Public Home Page.](#)

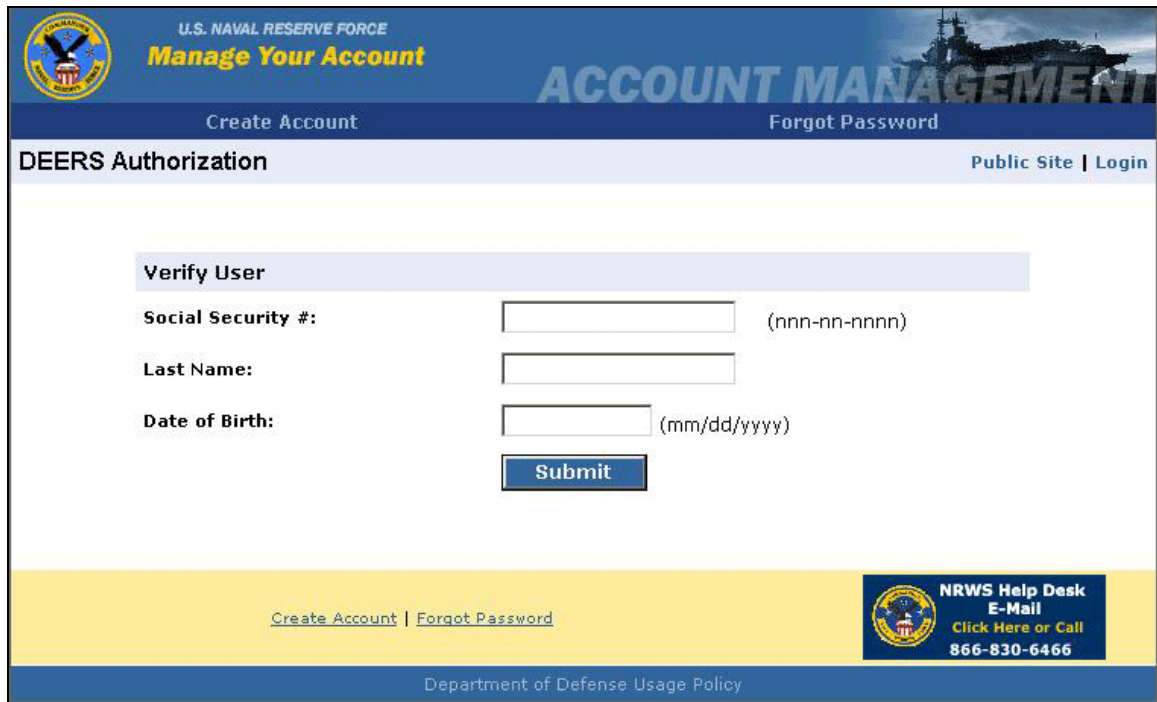
**Help**      [Forgot Password](#)      [My Account](#)

**NRWS Help Desk E-Mail**  
Click Here or Call  
866-830-6466

Department of Defense Usage Policy

(Login Page Screenshot)

- II) Enter and validate Last Name, SSN and Date of Birth with DEERS



U.S. NAVAL RESERVE FORCE  
**Manage Your Account**

**ACCOUNT MANAGEMENT**

Create Account      Forgot Password

DEERS Authorization      Public Site | Login

**Verify User**

Social Security #:  (nnn-nn-nnnn)

Last Name:

Date of Birth:  (mm/dd/yyyy)

**Submit**

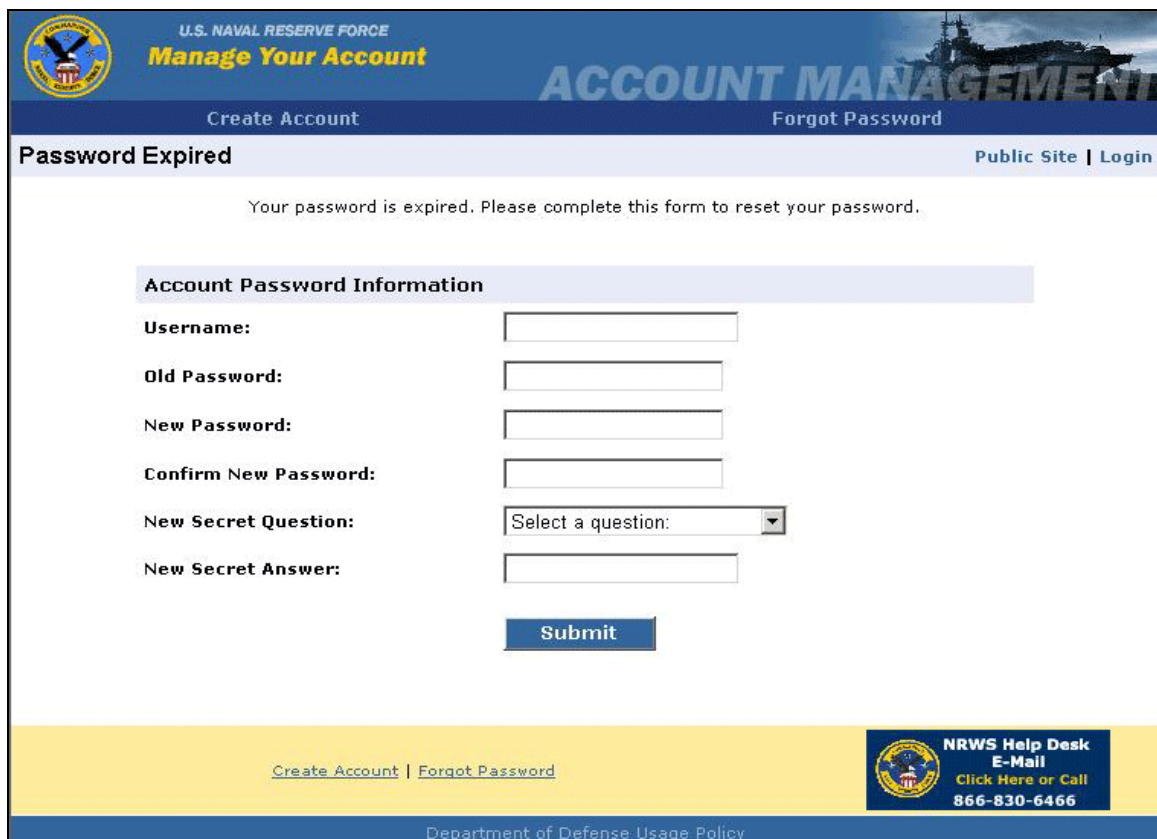
[Create Account](#) | [Forgot Password](#)

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Department of Defense Usage Policy

(DEERS Authorization Page Screenshot)

- III) If verification is received that account is valid in DEERS, password reset page will load and user will need to enter Old Password, New Password (twice) and add or update a Secret Question for added security.



U.S. NAVAL RESERVE FORCE  
**Manage Your Account**

**ACCOUNT MANAGEMENT**

Create Account      Forgot Password

Password Expired      Public Site | Login

Your password is expired. Please complete this form to reset your password.

**Account Password Information**

Username:

Old Password:

New Password:

Confirm New Password:

New Secret Question:  Select a question:

New Secret Answer:

**Submit**

[Create Account](#) | [Forgot Password](#)

**NRWS Help Desk**  
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Department of Defense Usage Policy

IV) Log into Private Side using updated password.

**Please contact the NRWS Help Desk at 866-830-6466 or by email at [nrwshelp@hq.cnrf.navy.mil](mailto:nrwshelp@hq.cnrf.navy.mil) for assistance or additional information.**